

## **Learning and Information Resources**

### **Preamble:**

Australian Institute of Business (AIB) is committed to the delivery of high quality education in the management field and that includes quality learning and information resources.

### **Purpose:**

To ensure that the learning and information resources available for students are current and of high quality

### **Detail**

#### **A. Types of learning and information resources for coursework programs**

The learning resources for students are:

- a Student Handbook that gives general information on the relevant course structure, types of assessments, marking criteria and examination procedures. It also includes the Style Guide which is a guide on referencing,
- A relevant and current textbook for each subject (students have to buy the texts and all other resources are given to them by AIB),
- a Subject Guide for each subject in the course. This provides subject-specific information such as content which is broken up into topics, priority levels of the topics; core issues; the assignment brief; sample exams; and some sample examination and assignment answers so that they know how to do them and the expected level of answers,
- Learning Materials for each subject. These are designed as study guides to accompany the required text for each subject and for each topic, they include select activities and feedback on the activities,
- 10-12 relevant and up-to-date articles for each subject,
- Project Guidelines for the capstone research projects at the Bachelor and coursework Masters level.

The information resources are:

- individual access to an online library, ProQuest, which contains full text articles from various journals
- An online Student Forum which currently is available to Australian based students only.

#### **B. Development of learning and information resources**

The Subject Guides, Learning Materials and Project Guidelines are written in accordance with guidelines approved by the Academic Board, by senior academics

who have expertise in the relevant subject and are checked by other academics who are subject specialists.

### **C. Review of learning and information resources**

The Subject Guides, Learning Materials and articles are revised every two years or earlier if there is a new edition to the required text or if there are significant changes to the subject content.

The information resources are reviewed yearly and alternatives are to be investigated for ProQuest to find out if there are other online libraries which have bigger collections of journal articles.

### **D. Budget for maintaining and upgrading these resources**

A yearly budget will be allocated for maintaining and upgrading the learning and information resources

#### **Related Forms:**

Nil

#### **Responsibility:**

Director of Studies

#### **Related Policies:**

Student Support Services

<b>Current Status</b>	<b>Version 2</b>
Approved By:	Academic Board
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